



## MEMORANDUM

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**DATE:** November 7, 2011

**TO:** Interpreters and Community Partners

**FROM:** Sheryl Emery and DODHH Staff

**SUBJECT:** DODHH - Revised & New Forms and Documents

The DODHH staff and I are very pleased to roll out a new set of forms and documents that pertain to interpreters and prospective interpreters. We hope you will find these documents and forms informative as well as easier to use. They are fill-able and can be completed from your computer. We continue to work on additional updates.

You will find the following revised or new forms and documents -

<b>MI Credentialed Sign Language Interpreter Requirements Document</b>	<b>(New)</b>
<b>Interpreter Annual Renewal Form : All Credentials</b>	<b>(New)</b>
<b>MI BEI Study Guide</b>	<b>(Revised)</b>
<b>MI BEI Test Application</b>	<b>(Revised)</b>
<b>DODHH Event Sponsorship CEU Request Form</b>	<b>(Revised)</b>
<b>DODHH Independent Study CEU Request Form</b>	<b>(Revised)</b>

Our technology department is working to update our website and these forms will eventually be moved to the tab labeled "*Interpreter Forms and Publications*". The forms and documents are currently still located in the "*For Interpreters*" section of the website.

The DODHH strongly urges all agencies and programs to put a live link to our state website instead of any actual forms on your website to ensure your staff and the public have access to the most updated and accurate forms and documents from the DODHH. Use of the most current and updated forms and documents directly from the DODHH website, will avoid possible delays for BEI testing, mandated annual renewals and DODHH CEU sponsorship requests.

If you have feedback on the new forms, please feel free to share with us at [dodhh@michigan.gov](mailto:dodhh@michigan.gov).